

DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
1411 Jefferson Davis Highway
Arlington, VA 22202-3231

NGB-ARZ-T

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Title 10 AGR Tour Announcement #04-07

1. Reference memorandum, NGB-ARZ-T, dated 21 January 2004, Title 10 Active Guard Reserve (AGR) Application Requirements and Procedures.
2. The Army National Guard is seeking applications from highly qualified Commissioned Officers to serve in the Title 10 AGR program as an Equal Opportunity (EO) Officer within the Human Resource Management Functional Area (43), at the Army National Guard Readiness Center (ARNGRC), 111 S. George Mason Drive, Arlington, VA 22204-1382.
3. Officer selected will serve under the authority of Title 10 USC, Section 12301(d).
4. Brief description of duties: The officer selected for this position will serve an initial Title 10 tour as an ARNGRC EO officer. The officer will develop annual calendars and execute special ethnic observances IAW DOD Instructions, Directives, and Army Regulations. Primary source of information regarding the Army and DA Civilian discrimination complaint process. Acts as a liaison with external and internal stakeholders regarding alternate dispute resolution, informal complaint adjudication, formal complaint processing and AR 15-6 investigations regarding discrimination. Conducts various personal and professional development type activities for NGB personnel by scheduling speakers and coordinating training. Counsels soldiers and DA civilian personnel regarding issues of discrimination. Advises NGB leadership on discrimination issues as they arise. Is the primary trainer of EO IAW AR 600-20. Supervises a staff in support of EO. Formulates and executes a budget in support of EO. Other duties as assigned.
5. Prerequisites:
 - a. Grade CPT (O3) or not more than MAJ (O4).
 - b. Civilian Education: Baccalaureate Degree.
 - c. Military Education: Captains must have completed the Officer Advanced Course.

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Majors must have completed CAS3, however, for majors with three-plus years time in grade completion of a minimum of 50% CGSC is required.

d. Officer must present clear evidence demonstrating military and/or civilian education and job experience in the Equal Opportunity field within the application packet.

e. Verification of a SECRET security clearance required.

f. For AG, Finance, and specialty branch officers: former staff assignments and supervisory experience is required; command experience is preferred. For all other branches, both staff and a minimum of 12 months command time is required.

6. Applications received with postage funded by the US Government for "personal" mail will be destroyed. Applications received with (TAG, MILPO, etc.) endorsements are authorized US Government funded postage. Use of US Government funded overnight or express mail is not authorized.

7. Application packets received that are not complete or correct IAW application requirements and procedures defined in referenced memorandum (paragraph 1) *will be returned without action*.

8. This announcement will remain open until filled.

9. Point of contact regarding application packet requirements and preparation is SFC Nathaniel Ross at DSN 327-1345 or 703-607-1345; for questions regarding the position contact MAJ Tamera Bevington at DSN 327-1705 or 703-607-1705.

/s/
GARY S. OWENS
COL, NGB
Chief, ARNG Staff Management
Office

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